

Name of the service	Sr no. 35 (iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad.
Designated Officer	Chief Town Planner, Municipal Corporation Gurgaon/ Faridabad
Documents	<ul style="list-style-type: none"> • CLU permission letter • Form BR-I and II (refer Haryana Building Code 2017) • Building Plans, Sections, Elevation (as demanded by the system software) • Ownership documents: Sajra, intakal, jamabandhi, mutation, lease deed etc • House Tax /Property Tax receipt • Site plan & Site report <p>NOC required for BPA/OC:</p> <ul style="list-style-type: none"> • Access permission: B&R/NHAI etc • Central/State Pollution Control Board • Fire Department • Airport Authority of India • National Monument Authority • Water & Sewerage : PHED/MC • National Conservation Zone • Environment Clearance (as per EIA notification) • HAREDA • Any other NOC required as per the site location and other prevailing
Fees	Scrutiny Fee @ Rs 10/- per sq m of covered area

	<p>Development Charges (as per prevailing rates, applicable only for Non-CLU cases)</p> <p>Composition Charges (as per composition policy, at the time of Occupation Certificate)</p> <p>Any other charges as per conditions of CLU (if any)</p>
Timeline	60 Days from the date of receipt of complete documents
Procedure	<ol style="list-style-type: none"> 1. After obtaining the Change of Land Use permission for sites having area upto 5 acres falling in the MC Limit of Faridabad or Gurugram, the applicant must apply for Building Plan Approval within 2 years from the issuance of permission letter. 2. The applicant shall submit the hard copy of all the requisite documents/drawings to the concerned MC office. 3. The documents shall be checked by the BI> JE> ATP of the concerned office and accordingly the site report shall be prepared concerned MC office. 4. Upon site report, the concerned DTP/STP/CTP shall verify all the facts of the documents/drawing viz-a-viz prevailing bye-laws, zoning plan, policies etc and recommend the case to the Commissioner/Jt. Commissioner/ Executive Officer/ Secretary (as the case may be) for approval/ rejection. 5. The Building Plan Approval shall be given by Commissioner/Jt. Commissioner/ Executive Officer/ Secretary (as the case may be) for approval/ rejection. 6. The applicant will revert to onhold application and submit the requisite information to the Department. 7. Dealing official will check the resubmitted application/documents and assess the application for approval/rejection. 8. Upon the issuance of Building Plan Approval, the applicant has to apply for Occupation Certificate as per HBC-2017 (as and when amended).